

Special Minimum Lot Size Area **About the Application**

Submittal Requirements:

A complete application must be submitted to the Planning & Development Department. The application needs to:

1. Be signed by at least 10% of lot owners within the proposed boundaries;
2. Include a list of the lots within the proposed boundaries. The list must show:
 - a. The address of each lot;
 - b. The land use of each lot; and
 - c. Any lots that have a minimum lot size established by deed restrictions.
3. Include suggestions for community meeting venues in or near the proposed boundaries; and
4. Include a map of the proposed boundaries. The map can be hand-sketched or created using the MyCity online mapping tool.

Minimum Eligibility Criteria:

An area is eligible for designation as a special minimum lot size area if it:

1. Contains at least 5 blockfaces with each blockface containing 5 or more lots;
2. Contains all lots on each blockface;
3. Forms a contiguous area;
4. Has at least 80% of the lots developed for or restricted to single-family use (exclusive of land used for a park, library, place of worship, or school); and
5. Does not have a minimum lot size established by deed restrictions on 10% or more of the lots.

Designation Considerations:

When reviewing whether or not to establish the special minimum lot size designation, the City must determine:

1. The area has a identifiable lot size character;
2. That by establishing the special minimum lot size requirement, the identifiable lot size character of the area will be preserved;
3. There is sufficient support (55%) for the application to designate the special minimum lot size requirement;
4. That no blockface within the boundaries is restricted to or used for a use other than single-family;
5. That no blockface within the boundaries is made up of lots that do not share a lot size character with the rest of the area; and
6. The application meets the *Submittal Requirements* and *Minimum Eligibility Criteria* detailed above.

For more information please visit www.houstonplanning.com or contact:

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PLANNING &
DEVELOPMENT
DEPARTMENT

Special Minimum Lot Size Area **Application Process**

Step 1 – Pre-submittal meeting

The applicant schedules a pre-submittal meeting with Planning & Development Department staff to discuss the proposed application.

Step 2 – Submit a complete application

The applicant submits the application to the Planning & Development Department. Staff then reviews for completeness. If the application is incomplete it will be returned to the applicant with an explanation of what is needed to complete the application.

Step 3 – Notification to residents

Within 30 days of receiving an initially complete application the Planning Director will establish a community meeting. Notice for the community meeting will be sent to property owners within the boundary area no later than 15 days before the date of the meeting. Notification signs will be posted in the neighborhood.

Step 4 – Community meeting

Within 60 days of receiving an initially complete application a community meeting will be held to inform the residents about the application and review process. This meeting will be held within or near the proposed area.

Step 5 – 30 day voting period

After the community meeting response forms are mailed out to property owners. This starts the 30 day voting period. After the 30 day voting period, one of the following actions will occur:

- If 55% of the response forms were returned supporting the designation of the proposed area, then the Planning Director forwards the application to Planning Commission.
- If less than 55% of the response forms are returned supporting the designation of the proposed area, then the Planning Director may:
 - a. Modify the boundary to attain the 55% support by removing blockfaces. The application will then be forwarded to the Planning Commission, or
 - b. Determine the application fails and no further action will be taken.

Step 6 –Planning Commission hearing

For all applications that must go before the Planning Commission, a notification letter will be sent to property owners 15 days before the hearing date. Applications recommended for approval by the Commission will be forwarded on to City Council. The process will end for applications denied by the Commission.

Step 7 – City Council action

City Council has the final decision on applications that are approved by the Planning Commission. City Council action to approve or deny the designation is final.